

INVOICE

[Catering Company Name]
[Street Address]
[City, State, Zip]
[Phone / Email]

Invoice #: [00000]
Date: [MM/DD/YYYY]
Event Date: [MM/DD/YYYY]

Bill To:
[Client Name]
[Company Name]
[Client Address]
[Phone]
Event Details:
Type: [Wedding / Corporate / Party]
Location: [Venue Name]
Guest Count: [000]

DESCRIPTION	QUANTITY	RATE	AMOUNT
Food & Entrees Selection	[Qty]	\$0.00	\$0.00
Beverage & Bar Service	[Qty]	\$0.00	\$0.00
Service Staff / Labor	[Qty]	\$0.00	\$0.00
Equipment & Rentals (Linens, China)	[Qty]	\$0.00	\$0.00

Subtotal: \$0.00
Service Fee ([0] %): \$0.00
Sales Tax ([0] %): \$0.00

Total Due: \$0.00

Payment Terms: Please make checks payable to [Catering Company Name]. Payment is due within [X] days.

Notes: Thank you for choosing our professional catering services for your event.